

S E C R E T

Approved For Release 2006/02/09 : CIA-RDP79S00427A000100040009-6
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AD/CI
C

N 70-10-1

OCI NOTICE
NO. 70-10-1

RECORDS AND CORRESPONDENCE
11. September 1961

OFFICE OF CURRENT INTELLIGENCE

WHITE HOUSE CURRENT INTELLIGENCE MEMORANDA

1. When a "blind" OCI memorandum for the White House is requested, the originating division will immediately notify the SIDO Center, which will be responsible for arranging for reproduction and dissemination. After hours, the Night SIDO will make such arrangements.

2. Editing: The originating division's draft will be submitted to Editorial Division or, after hours, to the Night SIDO, who will either edit the draft or call in an editor.

3. Identification: The finished memorandum will carry a control number

[redacted] 25X1
[redacted] obtained from Registry during office hours, and from the Watch after hours.

4. Preparation: Normally the edited draft will be typed on mats by the originating division or in the SIDO Center. After hours, typists are available either in the typing section or in the Watch.

5. Format: The memorandum will follow the standard format for Current Intelligence Memoranda in heading and text, but will omit originator, signature and distribution list following the text. An example of the amended standard format is attached. 25X1

[redacted]

7. Distribution: This will be as directed by the AD/CI and will be recorded on the master file copy retained in the SIDO Center. 25X1

[redacted] 25X1

HUNTINGTON/D. SHELDON
Assistant Director
Current Intelligence

Distribution: C
Attachment : Sample Format

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